

Plan of Correction

Program Name: Prairie View Prevention	Date Submitted: 9/11/2020	Date Due: 09/11/2020
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Administrative POC-1	
Rule #: 67:61:05:05	Rule Statement: 1. SUD and Prevention programs shall maintain written personnel policies and records for all staff including each employee, including contracted staff, intern, and volunteer and must include: <ol style="list-style-type: none"> (1) application filed for employment or resume and transcripts or diploma and continuing education; (2) a position description signed by the staff with a statement of duties and responsibilities and the minimum qualifications and competencies necessary to fulfill these duties; (3) the completion of appropriate pre-hire screening will be evident for staff that provide direct services to vulnerable populations; (4) documentation of the staff's orientation in accordance with § 67:61:05:05; (5) copies of the staff's current credentials related to job duties; and any staff health clearances, including the tuberculin test results, if required, and clearances from a licensed physician after an infectious or contagious disease requires the staff's absence from the program.
Area of Noncompliance: In review of the personnel files the completion of appropriate pre-hire screening was not found. The agency should ensure a copy of the screening is found in the personnel files.	
Corrective Action (policy/procedure, training, environmental changes, etc): Agency will complete an Employee Background Check Verification form to be used in personnel file as evidence that the employment pre screening has been completed.	Anticipated Date Achieved/Implemented: Date 9/11/2020
Supporting Evidence: attached form is supporting evidence	Person Responsible: Darcy Jensen
How Maintained: It will be used with all new hire employees and verified by Person Responsible (Darcy Jensen) or designee.	Board Notified: Y x N <input type="checkbox"/> n/a <input type="checkbox"/>

Program Director Signature:

Darcy Jensen MS CAC

Date:

9-11-2020

Please email or send Plan of Correction to:

Accreditation Program
Department of Social Services
Division of Behavioral Health
3900 West Technology Circle, Suite 1
Sioux Falls, SD 57106

Email Address: DSSBHAccred@state.sd.us



PVPS Employee Background Check Verification

Prairie View Prevention Services provides drug and alcohol prevention and early intervention services. Prairie View Prevention Services performs background investigations to ensure the safety of students/clients.

On _____ the following employee received a background check.
(Date)

Employee Name: _____

This is to certify that the above employee received the background check showing no criminal record that would prevent the employee from providing services.

(Printed name of Representative) (Organization) (Date)

(Signature of Representative) (Date)

(A copy to be placed in the employee's personnel file)